

Chief, Central Records

17 April 1947

Chief, ICAPS

Courier Arrangements with the War Department

1. Reference memorandum 16 April 1947 from Chief Central Records to Chief, ICAPS.

2. Attention is invited to paragraph 4.c of the above reference which reads: "There would be a distinct advantage if a CIG liaison office could be established in the Pentagon which could act as a Central Distribution Center for all material travelling between CIG and the Pentagon."

3. If this "advantage" means the saving in money and personnel as well as improvement in efficiency, arrangements might be possible for the loan of a corner in ID, WDOS.

4. If the "advantage" is only in efficiency, it might be possible to arrange with some person in the ID, WDOS Message Center to receive envelopes from other parts of the Pentagon destined to CIG so that the CIG courier could pick them up at that point. If such a person is designated, notice to that effect should be widely circulated within CIG.

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